



**2015 – 2016  
ARIZONA HIGHLY QUALIFIED ATTESTATION  
CHECKLIST FOR PRINCIPALS**

|        |  |                   |  |
|--------|--|-------------------|--|
| LEA    |  | Principal Name    |  |
| School |  | School Start Date |  |

All core content teachers must be Highly Qualified *at the time of hire* or the *time of transfer* to another position within a Local Education agency (regardless of whether a school receives Title I funding).

**Within the first four weeks of school the following should be completed:**

- ☐ The Highly Qualified Teacher Guidance and Attestation Booklets for 2015-2016 should be downloaded from the Arizona Department of Education.
- ☐ Administrators should review the list of core content areas and the requirements for each position provided in the guidance and attestation booklets. Regardless of whether a Local Education Agency chooses to utilize the attestation forms to gather Highly Qualified data, teachers must meet the requirements for each core content position they are hired to teach.

***Core Academic Subject Areas:***

|   |                               |
|---|-------------------------------|
| *Elementary Education   | *Economics                    |
| *Middle Grades English/Language Arts  | *English                      |
| *Middle Grades Mathematics  | *Foreign Language             |
| *Middle Grades General Science  | *Geography                    |
| *Middle Grades Social Studies   | *History                      |
| *Visual Arts  | *Political Science/Government |
| *Music  | *Mathematics                  |
| *Science (including Biology, Chemistry, Earth Science, General Science, Integrated Science, Physical Science and Physics) |                               |

- ☐ Administrators will ensure that Highly Qualified files are updated annually into the HQTIA database and include all attestation forms (if utilized) and supporting documentation for all core content teachers. Files must be stored at the school site or at a centralized location for a minimum of five years (per federal requirements). All core content teachers must have a Highly Qualified file to support their status, which includes online teachers. Whether the course uses a digital curriculum, or it is truly an online “in real time” course, teachers of core content areas are still required to meet Highly Qualified requirements. Administrators should seek out and verify the required documentation from online providers prior to engaging their services. See the guidance on online instruction: <http://www.azed.gov/teacherprincipal-evaluation/files/2014/05/guidance-on-the-use-of-technology-in-the-provision-of-core-academic-subjects.pdf>
- ☐ Under the Federal ESEA requirements (formerly the No Child Left Behind Act of 2001) Title I schools are required to provide parent notification when a teacher does not meet the Highly Qualified requirements for his/her core content position(s) as outlined by the legislation. Parents must be notified immediately after the fourth consecutive week in the classroom including long-term substitute positions. Sample copies of the parent notification letter for district and charter schools can be downloaded from the Arizona Department of Education website located at: <http://www.azed.gov/highly-qualified-professionals/highly-qualified-teachers-and-paraprofessionals/information-for-administrators/>.
- ☐ Although it is no longer a requirement to have teachers sign their individual attestation forms, it is recommended that administrators review the core content position requirements for each assigned position with each teacher (along with the means by which the teacher meets the Highly Qualified requirements) to ensure his/her understanding.
- ☐ All Highly Qualified teacher data must be entered on the Highly Qualified Teacher Position Input Application, accessed through the Common Log-On, no later than October 2, 2015. Principals are required under federal law to **verify** the accuracy of the information for each teacher as information is entered onto the HQTIA system.